

## BEST PRACTICE: Make your financial data accessible to financial data vendors. Save as ".PDF"

## OTEIQ

OTCIQ offers access to a host of premier services for OTC traded companies to communicate with investors, manage company information, gain insight into the trading of their stock, and better understand their state-by-state Blue Sky compliance requirements. Convenient and user-friendly, OTCIQ is designed to help build a better marketplace for you and your investors. See below for one of our best practice tips.

## How to Save a PDF

As part of our service to our OTCIQ subscribers, we facilitate easy access of a company's financial information to financial data providers. Your financial data must be uploaded to OTCIQ correctly in order for it to be disseminated accurately. Do not create a "PDF" by scanning your financial statement. Follow these easy steps to ensure your financial data is displayed correctly on <u>www.otcmarkets.com</u>, as well as on our financial data feeds.

- 1. From your original financial statement (typically in "Excel" or "Word"), go to "File"
- 2. Click "Save As"
- 3. When the "Save As" Window pops up, scroll down and click "Save as type" (see below)
- 4. Find option "PDF"
- 5. Save as "PDF"
- 6. Upload to <u>www.OTCIQ.com</u>

Click here to see "save type" options

File name:	How to Save a PDF	
Save as type:	PowerPoint Presentation	<b>X</b> .
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## **USEFUL TIPS:**

- Do not create a "PDF" by scanning your document. It will not upload correctly and will not be accessible to financial data providers
- Do not encrypt your "PDF" with a password

To learn more about the services offered on OTCIQ, visit <u>www.OTCIQ.com</u> or contact Issuer Services at <u>issuers@otcmarkets.com</u> or (212) 896-4420